

Kanban Board

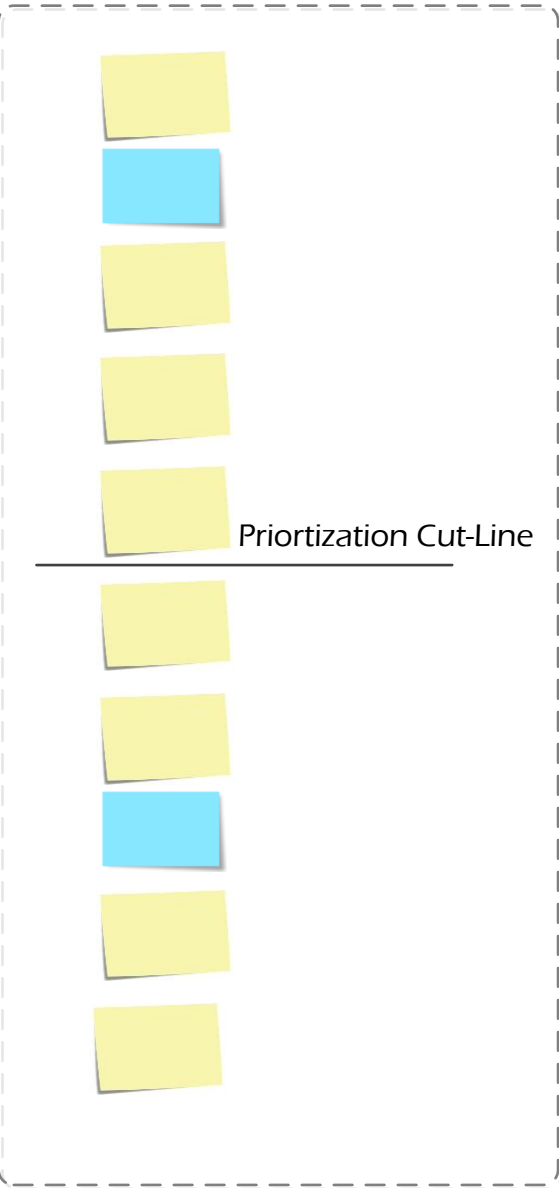
[Illustrative Example]



Policies

(examples)

- Nothing is off the board
- See something you don't understand – ask!
- Everything in backlog first
- Priority score is visible on committed work – challenge welcome!
- Define what 'good' and 'finished' looks like
- Pull from Committed:Ready column NOT Backlog
- Only Executive can modify WIP Limits
- Min. monthly meetings to populate Committed or as needed to maintain WIP
- Add name on tasks if assigned or want to volunteer

Backlog



		Progress Board						
		Solution [Design/Options]		Generate [Experiment, Deliverable, Recommendation]		Accepted [Validated/Sign-Off]		
		6 Committed	3 Ready	3 In Progress	2 Done	2 In Progress	2 Ready/Validated Learning	
Standard	Example – Primary activity	 Add to fleet	Option Evaluation (shell type/size)	Funding Stream. Buy Criteria. Timeline	Sourcing plan. Channel. Assigned.	Search the marketplace. Recommend to buy.	View/Offer cycle. Buy.	Received, Checked, Accepted.
	Example – Enabler activity		 Summer Games Grant 2017	Agreed/on Roadmap	Requirements. Acceptance Criteria. Obtain Form.	Planned. Assigned. Form Received.	Draft response.	Review.
Fixed Date								
Expedite								

Improvement Board



What went well?

[continue doing]

1. E.g. Fundraising as tied to boat acquisition campaign
2. Adding Rowing Programs in 'Happening Guide'
3. Partnering with Cross fit/other gyms re Erg and on-water weekly participation

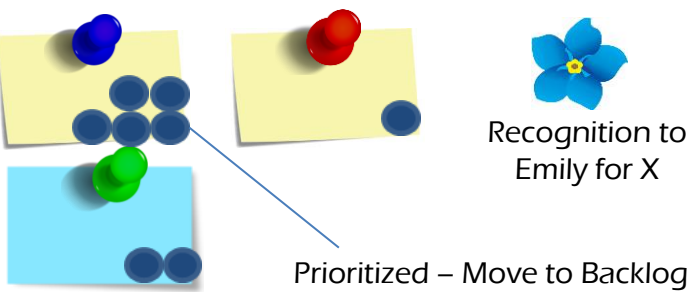
What could have gone better?

[do different, stop doing, try doing]

4. Initial enquiry with City to discuss reduction/elimination of rent charges [do different]

Actions

[improvement & appreciations]



To Do WIP Implemented

Kanban for work to do to be able to prioritize/add to backlog if prioritized

Attributes of Kanban

Model activity/workflow
Low cost holding pattern
Classification: Standard, fixed date, expedite
Enables self-organization
Balances urgent vs date-driven work
Welcome changing priorities/new items
Focus on finishing in-flight before starting new work
WIP limits increase flow/productivity
Plan Do Check Adjust (PDCA) Cycle

Benefits of Kanban

Visibility – its OUR company – all can see what's happening
Allows members to ask questions, volunteer to assist, request help
Sustainable and light-weight
Outcome/Results/Action orientated
Proven to get things done
Informs all of true capacity to get work done
Informs planning/forecasting
Identifies patterns and type of 'demand'
Validated learning by doing
Enables evolutionary capability development